

ORDER TO GUARDIANS  
READ CAREFULLY

Today you were appointed the guardian of an individual who, because of some infirmity, is unable to care for his or her own affairs. This is a VERY SERIOUS undertaking which involves several important duties and responsibilities.

It is the duty of the guardian to protect and preserve the ward's property, to account for such assets faithfully and to perform all duties required by law of a guardian. You may NOT SPEND ANY MONEY from guardianship funds without getting a written order from the Court.

Guardianship funds should NEVER be co-mingled with any of your personal funds. Accurate accounts must be kept and accurate reports must be made to the Court. Unauthorized use of guardianship funds may result in personal liability and/or criminal prosecution. If you use guardianship money improperly you may be found in contempt of court. A possible sanction for contempt of court is placement in the Rush County Jail.

A guardian has the same duties and responsibilities concerning the ward whether or not the ward is an adult or a child, or whether the ward is or is not a relative of the guardian.

You are required to post a bond in the amount set by the Court and take an oath to faithfully discharge your duties as guardian.

Along with your other duties as guardian, you will be required to do the following:

- (1) Deposit all moneys directly into a separate guardianship account and obtain and keep receipts (preferably canceled checks) for all expenditures;
- (2) File with the Court, within two (2) months after your appointment, a verified inventory and appraisal of all property belonging to the ward;
- (3) File with the Court, every two (2) years a verified accounting which lists all assets or property, income received and expenditures made during that period on behalf of the guardianship together with receipts to verify each expenditure;
- (4) File with the Court every two (2) years in your accounting a statement regarding the incapacitated person's residence and description of the person's condition and circumstances.
- (5) Pay bond premiums and Court costs as they become due.
- (6) File Federal and State Tax Returns for the ward and pay taxes.
- (7) You shall immediately tell the Court of your new address if you move.
- (8) File with the Court a final accounting listing all assets and property, income received and expenses paid together with receipts to verify each expenditure upon the termination of the guardianship or upon the death of the ward.

If any questions arise during the guardianship, you should talk with your attorney immediately.

SPECIAL NOTE TO GUARDIANS OF MINOR CHILDREN:

You are subject to ALL the above rules. The guardianship does not relieve you of your duty to support the child. You may not spend guardianship money without first receiving a written court order.

  
BRIAN D. HILL, JUDGE  
RUSH CIRCUIT COURT

  
LEIGH S. MORNING, JUDGE  
RUSH SUPERIOR COURT

I acknowledge that I received a copy of the above order. I will read and follow the order carefully.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Guardian

I have fully explained the above orders with the guardian.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Guardianship Attorney